

NUCLEAR WASTE MANAGEMENT PROGRAM PROCEDURE

Effective Date: 08/27/01

1.0 Purpose and Scope

2.0 Implementation Actions

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work (ready for signature), unless the SNL/CPG Manager specifically requests the document in draft form.

The Administrative Support Team Lead (ASTL) is the Control Point for SNL/CPG documents released to the DOE/CBFO. All such documents should be routed through this individual for application of the SNL/CPG manager's signature to the transmittal cover letter/ memo and for securing signed copies prior to transmittal to DOE/CBFO.

2.2 Milestones

Milestones are customer deliverables tied directly to work the SNL/CPG performs for its' primary customer, the DOE/CBFO. They are derived from negotiations with the DOE/CBFO during the annual multi-year planning/validation, and from Basis of Estimates (BOEs). The BOEs contain funding and milestones details used by the DOE/CBFO to develop the annual fiscal year Program Guidance. Milestones are developed to support the overall program goals for the DOE/CBFO. High-level milestones are included on the Operations Disposal Plan (ODP) maintained by the DOE/CBFO. Therefore, milestones are high visibility deliverables of extreme importance, since they reflect on the reputation of the SNL/CPG, and are tied directly to the budget. Special controls and attention to detail are needed to ensure that the DOE/CBFO receives the highest quality product on or before the scheduled due date. Milestones and their scheduled completion dates can change throughout the fiscal year as customer requirements and priorities for SNL/CPG work change.

There are five levels of milestones: level 0 through level 4. Requirements and responsibilities concerning each of these levels is discussed below. As milestones are developed, an accountable person is designated. This is an SNL/CPG management task, i.e., a milestone related to Performance Assessment would be responsibility of the manager of the Performance Assessment and Decision Analysis Department. The manager of this department may assume primary responsibility for completion of the milestone, or assign primary responsibility to a specific individual within the department. This person's name will be attached to the milestone to ensure accountability.

2.2.1 Responsibilities

2.2.1.1 Carlsbad Programs Group Manager

During the monthly SNL/CPG budget status meeting, the SNL/CPG Manager will be briefed on the status of upcoming milestones. SNL/CPG managers, or their delegates, should come to this meeting prepared to discuss milestones for which they are responsible.

All level 1, 2 and 3 milestones should be provided to the SNL/CPG Manager for review and approval at least 3 days prior to the date they are due to the DOE/CBFO. The SNL/CPG Manager shall approve all level 1, 2 and 3 milestones unless the SNL/CPG Manager has specifically delegated this responsibility.

2.2.1.2 Project and Business Management Activities Team Lead

The Project and Business Management Activities Team Lead is responsible for development of the current year baseline containing the milestones and funding. This information is transmitted to the SNL/CPG from the DOE/CBFO in the annual Program Guidance document. Current year milestones are developed to support the DOE/CBFO multi-year plan, and are consistent with DOE/CBFO priorities. The Project and Business Management Activities Team Lead controls the overall milestone process by maintaining various schedules for Recertification and Modification. The Project and Business Management Activities Team Lead ensures the status of milestones is tracked on a regular

basis through contact with the responsible Manager or Principal Investigator (PI). The Project and Business Management Activities Team Lead ensures the status of milestones is briefed during the monthly SNL/CPG budget status meeting. The Project and Business Management Activities Team Lead is responsible for integrating the schedule of SNL/CPG milestones with the DOE/CBFO.

2.2.1.3 Milestone Coordinator

An individual within the Project and Business Management Activities Team shall be designated Milestone Coordinator. This individual will be the focal point for tracking the status of SNL/CPG milestones, and will be responsible for the Milestone Schedule, Milestone Dictionary, and Baseline Change Request (BCR) log as described below.

Milestone Schedule

The SNL/CPG Milestone Coordinator coordinates with the Project and Business Management Activities Team Lead to develop and maintain a schedule for completion of milestones. The SNL/CPG Milestone Coordinator assigns milestones to the appropriate Work Breakdown Structure (WBS). The Milestone Coordinator tracks the progress of milestones, and updates the milestones schedule as milestones are completed.

Milestone Dictionary

The Milestone Coordinator shall maintain a Milestone Dictionary - a reference tool which provides additional detail on milestones. The definition of a milestone in the Milestone Dictionary provides a more complete title, a description of the milestone, and acceptance criteria. Acceptance criteria is SNL/CPG's view of actions which must be taken to complete the milestone, and meet customer expectations.

Baseline Change Request (BCR) Log

The Milestone Coordinator maintains a Baseline Change Request (BCR) log for milestones, and ensures BCRs for level 1, level 2, and level 3 milestones are submitted electronically to the DOE/CBFO.

2.2.1.4 Milestone Preparer

The individual responsible for preparation of the milestone should plan ahead to ensure there is sufficient time for review and approval of the milestone prior to the date the milestone is due to the external customer. This means the milestone should be provided to the SNL/CPG Manager at least 3 days prior to the date the milestone is due to the external customer. The Milestone Preparer should ensure that a copy of level 1, level 2, level 3, and level 4 milestones is submitted to the SNL WIPP Records Center.

2.2.2 Milestone Levels

Level 0 milestones are DOE milestones, which SNL/CPG work may or may not support.

Level 1, 2 and 3 milestones are assigned to the SNL/CPG by the DOE/CBFO, and require a deliverable to the DOE/CBFO. These deliverables involve either a product submitted to the DOE/CBFO, such as an analysis, or a report of the status of an activity. The majority of SNL/CPG milestones are normally level 3 and level 4, although a few level 1 and level 2 milestones associated with a major point in work may be assigned, e.g., Recertification and Modification.

Level 4 milestones are internal to the SNL/CPG, and a courtesy notification of their completion should be sent to DOE counterparts rather than a formal milestone report.

2.2.2.1 Level 1 Milestone – Operations Disposal Plan (ODP)

The ODP is a multiyear plan for the TRU waste disposal program. Level 1 milestones are those which are required by regulation or law, those which require interface with DOE/HQ or HQ level federal agencies, those which are necessary to increase shipments, and those which are DOE-EM monitored milestones.

A letter signed by the SNL/CPG Manager shall be sent to the DOE/CBFO Manager to report completion of Level 1 milestone deliverables. Copies of this letter should be sent to DOE/CBFO counterparts, appropriate SNL management, the SNL WIPP Records Center, the SNL/CPG Project and Business Management Activities Team Leader, and the SNL/CPG Milestones Coordinator.

Changes to Level 1 milestones require the approval of the DOE/CBFO through the Baseline Change Request (BCR) process.

2.2.2.2 Level 2 Milestone – Integrated Program Summary (IPS)

A Level 2 milestone is a multiyear schedule of program deliverables. It is used by the DOE and its' contractors as a program management tool.

A letter signed by the SNL/CPG Manager shall be sent to the DOE/CBFO Manager to report completion of Level 2 milestone deliverables. Copies of this letter should be sent to DOE/CBFO counterparts, appropriate SNL management, the SNL WIPP Records Center, the SNL/CPG Project and Business Management Activities Team Leader, and the SNL/CPG Milestones Coordinator.

Changes to Level 2 milestones require the approval of DOE/CBFO through the Baseline Change Request (BCR) process.

2.2.2.3 Level 3 Milestone – Program Summary Schedule

A Level 3 milestone is a summary level activity schedule which supports milestones of the level 1 WIPP M&O Operations Disposal Plan (ODP) and/or level 2 IPS. This schedule is developed by program participants for their respective activities, and approved by the DOE/CBFO.

A letter signed by the SNL/CPG Manager shall be sent to the DOE/CBFO Manager to report completion of Level 3 milestone deliverables. Copies of this letter should be sent to DOE/CBFO counterparts, appropriate SNL management, the SNL WIPP Records Center, the SNL/CPG Project and Business Management Activities Team Leader, and the SNL/CPG Milestones Coordinator.

Changes to Level 3 milestones require the approval of the DOE/CBFO through the Baseline Change Request (BCR) process.

2.2.2.4 Level 4 Milestone - Detailed Working Schedule

Level 4 milestones define work/planning package schedules. These schedules support level 3 program summary activity schedules, and are generally tied to the level 2 IPS and/or level 1 ODP schedule milestones.

A letter signed by the SNL/CPG responsible individual shall be sent to the SNL/CPG Manager to report completion of Level 4 milestone deliverables. Copies of this letter should be sent to DOE/CBFO counterparts for information, appropriate SNL management, the SNL WIPP Records Center, the

SNL/CPG Project and Business Management Activities Team Leader, and the SNL/CPG Milestone Coordinator.

Changes to Level 4 milestones require the SNL/CPG Manager's approval through the internal BCR process. Level 4 milestones should be communicated to the appropriate DOE/CBFO counterpart as a courtesy.

Level 4 milestones are developed by the SNL/CPG to track internal work activities

3.0 Records

The following QA records, generated through implementation of this procedure, shall be prepared and submitted to the WIPP Records Center in accordance with NP 17-1 (Records):

<u>QA Record</u>	<u>Preparer</u>	<u>Records Submitter</u>
• Milestone Schedule	Milestone Coordinator	Project and Business Management Activities Team Lead
• Milestone Dictionary	Milestone Coordinator	Milestone Coordinator
• Baseline Change Request Log	Milestone Coordinator	Milestone Coordinator
• Level 1 Milestone	Milestone Preparer	Milestone Preparer
• Level 2 Milestone	Milestone Preparer	Milestone Preparer
• Level 3 Milestone	Milestone Preparer	Milestone Preparer
• Level 4 Milestone	Milestone Preparer	Milestone Preparer
• Documents transmitted outside SNL/CPG	Responsible Person	ASTL

4.0 Appendices

Not applicable. No forms or flow charts are used in conjunction with this procedure.

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